

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY – FOR CANDIDATES ON A CURRENT EXAMINATION LIST
MENTAL HEALTH ASSISTANT 2
Young Adult Services Division, Outpatient Division**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: STATE EMPLOYEES - **See Eligibility Requirements Below**
Location: Capitol Region Mental Health Center ~ Young Adult Services ~ Outpatient Division
Job Posting No: CR-25856
Hours: 2nd Shift; **12:00pm to 8:30pm**; every other weekend, including holidays~ 40 hours per week
Salary Range: (FK 18) \$53,653.00 to \$71,725.00 annually
Posting Dates: September 22, 2015 to September 28, 2015

Eligibility Requirements:

1. Candidates must have **applied for and passed** the Mental Health Assistant 2 exam and **be on the current certification list** promulgated by the Department of Administrative Services for this classification.
2. State employees currently holding the above title may apply for lateral transfer.
3. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: Independently functions as a member of a YAS Outpatient case management team, offering services to young adults with behavioral health problems and high risk behaviors, who are transitioning to more independent community living. Participates in rehabilitative interventions to meet clients' needs; advocates for services that respond to clients' preferences; independently provides case management services including, but not limited to, budgeting, daily living skills, social skills, problem solving techniques, housing, vocational skills, hygiene and personal care, medical/dental care and life skills in general. Identifies and facilitates use of appropriate support networks. Participates as a liaison to community agencies, arranges for outpatient appointments and participates in crisis interventions. Performs direct client care functions. Documents services in the medical records as required and per the standards of governing bodies; prepares incident and accident reports, acts as a role model and assists staff in crisis intervention techniques; may participate in a work group to enhance services in the areas of services for co-occurring, peer support, family engagement, rehabilitative services, and trauma and gender; performs related duties as required.

General Experience: Three (3) years' experience at the level of Mental Health Assistant 1.

Special Requirements: Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator license. Incumbents in this class are required to travel.

Working Conditions: Incumbents in this class may be required to lift and restrain clients and may have significant exposure to infectious and/or communicable diseases, strongly disagreeable conditions and risk of injury.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6